

## **MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL**

**September 26, 2017**

The minutes of the proceedings of a City Council and Urban Renewal work session of the City of Coos Bay, Coos County, Oregon, held at 5:30 pm in Fire Station No. 1 Conference Room - 450 Elrod Avenue, Coos Bay, OR.

### **Those Attending**

Those present were Mayor Joe Benetti and Councilors Drew Farmer, Jennifer Groth, Stephanie Kilmel, Stephanie Kramer, and Phil Marler. Councilor Lucinda DiNovo was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Public Works and Community Development Director Jim Hossley, Operations Administrator Randy Dixon, Wastewater Project Engineer Jennifer Wirsing, Planner 1 Debbie Erler, Library Director Sami Pierson, and Police Captain Chris Chapanar.

### **Review of the Following Council/URA Agenda for October 3, 2017**

#### **Presentation of Appreciation Plaque for Katherine Flores**

Mayor Benetti presented a plaque of appreciation to Katherine Flores for her service on the Planning Commission from December 2014 through September 2017.

#### **Town Hall Meeting to Present Planned Upgrades for Wastewater Treatment Plant 1**

Wastewater Project Engineer Jennifer Wirsing introduced Craig Massie and Matt Noesen, of CH2MHill, who provided a history of Wastewater Treatment Plant No. 1 (WWTP 1) and the planned improvements. The presentation discussed the current condition of the existing plant, challenges the engineers would need to address during design, the planning steps, and the current goals of the planning and design process. Mr. Massie reviewed the screening, grit removal, primary clarification, aeration, secondary clarification, disinfection, anaerobic digestion of biosolids, and the outfall/diffuser. The project would encompass upgrades of major support components such as the control systems, electrical systems, site access/area, and pile supported foundations.

Mr. Massie stated in 2010 the Department of Environmental Quality (DEQ) approved the WWTP 1 Facility Plan and approved the amendment process to update the Facility Plan to current conditions rather than an entire new plan. WWTP 1 (plant) was over 20 years old and was at 85% of capacity which both necessitated the planning and upgrade process. Funding of the project was expected to be through low interest loans through the State Revolving Fund, similar to the financing of WWTP 2. Mr. Massie stated an analysis comparing the required sewer rates to the various upgrade options would be included.

Additionally, key planning elements in the design would consider the improvements made since 2011, flows and loads, permit compliance, a current assessment of WWTP 1, and evaluation of new technologies. Mr. Massie discussed stormwater inflow/infiltration, the impact and treatment process during high flows, and the efficiencies to be gained based on designing the outfall and mixing zone correctly. Discussion commenced on the use of a membrane bioreactor (MBR) and other technologies and the related costs to construct and operate.

Mayor Benetti asked about disinfection of the liquid stream to address the oyster grower's concerns wherein Mr. Massie stated it would be part of the evaluation process. Mr. Craddock stated the 20 year take down capital improvements plan addressed inflow/infiltration (I/I) through line repairs which was a major component.

### **Review of Projects Completed from the Parks Commission**

Parks Commission Chair Christine Coles updated the Council on the completed Parks Master Plan projects. Ms. Coles stated the City did not have sufficient open space based on demographics; provided a drawing of conceptual boardwalk dock expansion, would like to discuss maintenance and service levels, would like to do a bicycle transportation master plan, revisit a dog park, recreate a dock committee, would like a Councilor be on the Parks Commission, and wanted to create a park district for funding. Ms. Coles stated the Parks Commission was not involved in the Preway mural project and they had concerns.

Mayor Benetti apologized if there were hurt feelings regarding the Preway project. Mayor Benetti asked Ms. Coles what funding options were discussed for their projects and Ms. Coles stated through grant funding. City Manager Rodger Craddock stated adding a Councilor the Parks Commission would require an update of the ordinance to remove the recently added liaison designation and replace it with a Councilor. Mayor Benetti stated the joint Council and URA work sessions was the venue to discuss items rather than individual Councilor appointments to committees. The Parks Commission was asked to review their list of proposed projects, prioritize, and then staff/Council would review to see which could be accommodated with limited staff.

### **Solid Waste Franchise Rate Adjustment**

City Manager Rodger Craddock stated City received a formal request from Coos Bay Sanitary and Les' Sanitary Service to increase solid waste rates. The increase would be for residential and commercial customers and limited to 75% of last year's Consumer Price Index (CPI), which equated to a 1.58% rate increase plus an additional 5%. The additional 5% would offset costs related to the recycling services provided to all customers. The adjustment would result in a \$1.34 increase per month for a basic 35-gallon residential cart service, effective November 1, 2017. Bill Richardson discussed the future of recycling, market conditions, and increase in recycling programs for customers.

### **Proposed Rezone with Amendments to the Comprehensive Plan Map and Zone Map Designation for the North 100-feet of the property at 2610 Ocean Blvd**

Planner 1 Debbie Erler stated the City received an application for a proposed change to the Comprehensive Plan Map designation of the north 100 feet of 2610 Ocean Blvd. from "Commercial (C)" to "Residential-Low (R-L)" and a Zone Map designation change from "Commercial (C)" to "Low-Density Residential (LDR-6)". The property was located on the northwest corner of Ocean Blvd. and 26th Street and the applicant intended to develop the rezoned area with a single-family dwelling.

### **Resolution 17-22 City and 17-05 URA Public Hearing and Supplemental Budget**

Finance Director Susanne Baker stated a supplemental was needed for several housekeeping items. The supplemental budget would appropriate funds for the General fund to appropriate the Eastside property sale proceeds, \$32,385, dedicated to park maintenance through Resolution 17-18. A public hearing would be required to appropriate the additional Department of

Environmental Quality loan proceeds, \$4,894,944, approved through Resolution 17-15. The Library Extended Services Office (ESO) required a contingency transfer, \$162,751, to fund the purchase of a vehicle for staff to travel to district libraries and for needed computer upgrades. Additionally, a supplemental budget was necessary for the Urban Renewal Agency (Downtown Special Revenue, Downtown Bond, and Downtown Capital Projects) budget to adjust the budget totals to reconcile to the totals on Resolution 17-04.

#### **Consideration of Temporary Closure of Alder Road Between Broadway and Bayshore**

Operations Administrator Randy Dixon stated Corstone Contractors LLC, contractor for Natural Foods Grocers, requested a temporary road closure for Alder Avenue from October 4, 2017 through December 29, 2017. The temporary road closure would allow the contractor to connect to the utilities within the Alder right-of-way (ROW).

#### **Accept the Committee of Sponsoring Organizations of the Treadway Commission and Statement of Auditing Standard (COSO SAS) 112 Internal Controls**

Finance Director Susanne Baker stated the City of Coos Bay was required to have current documentation, COSO SAS (Committee of Sponsoring Organizations of the Treadway Commission and Statement of Auditing Standard), on the financial internal controls. The COSO SAS financial internal controls set a reasonable basis to measure how the City would meet operational effectiveness, efficiency, safeguarding of assets, reporting, and compliance objectives to meet governmental accounting best practices and auditing standards. The financial internal controls were continually monitored and updated to meet changing requirements and improved efficiencies.

Staff recommended changes to the document were consistent with actual functions performed in which to base financial internal control performance standards. Changes included addition of business license software and monthly reconciliations, addition of electronic processing of RV dump site fees and related reconciliations, update of purchasing rules and limit thresholds, efficiencies gained and segregation of accounting duties, and updated of fixed asset and inventory thresholds (inventory items would be those with a value between \$5,000 - \$10,000 and fixed assets with a value over \$10,000).

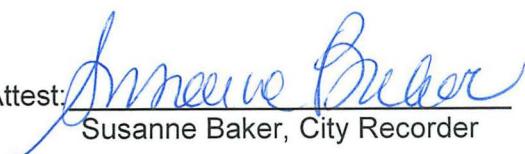
#### **Executive Session**

An executive session was held pursuant to Oregon Revised Statute (ORS) 192.660 (2) (e) for the purpose of discussing real property negotiations. No decisions were made.

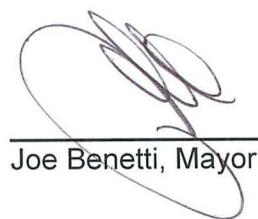
#### **Adjourn**

There being no further items for discussion, Mayor Benetti adjourned the work session. The next regular Council meeting was scheduled for October 3, 2017 in the Council Chambers at City Hall.

Attest:



Susanne Baker, City Recorder



Joe Benetti, Mayor